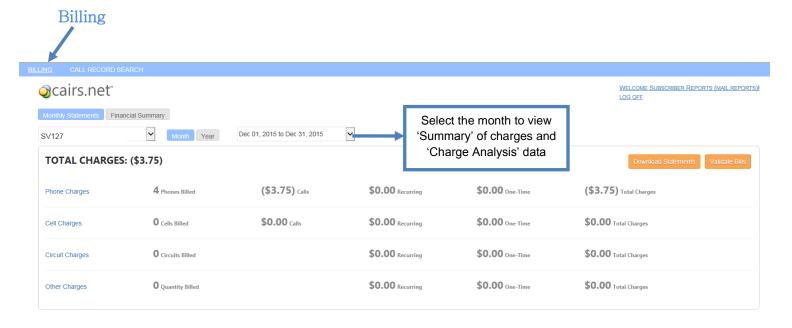
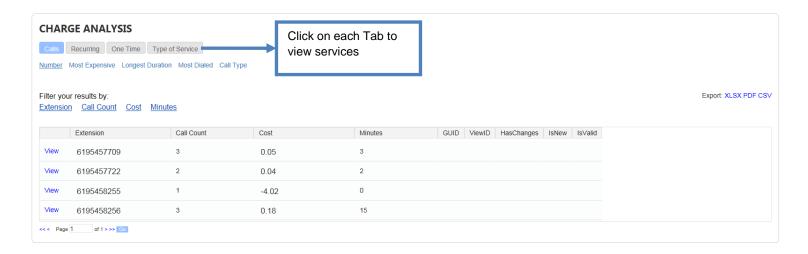
SUBSCRIBER PORTAL

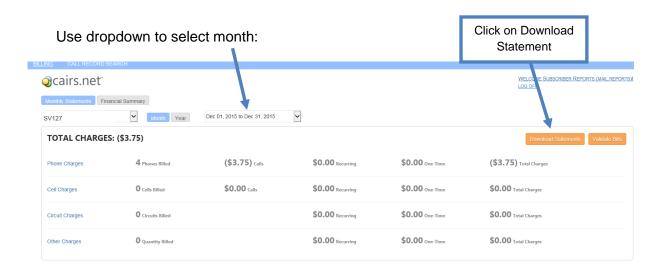
WEB Address: https://cairs.pacsw.navy.mil/SP



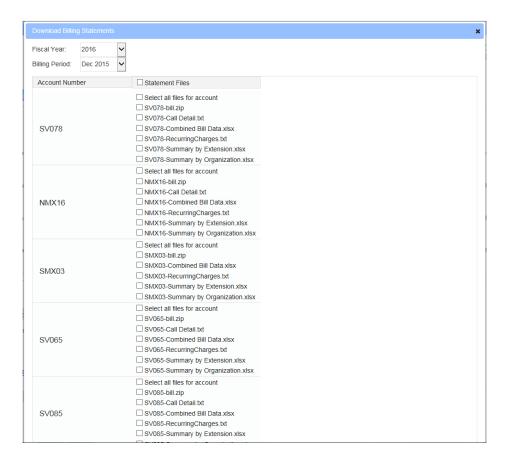
CHARGE ANALYSIS



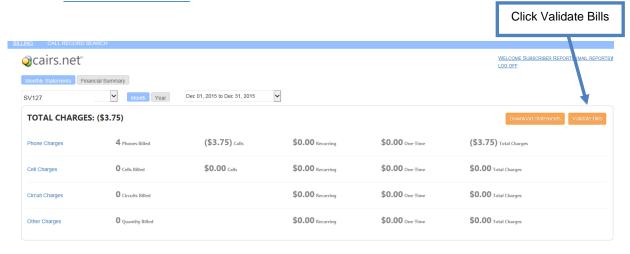
To export to spreadsheet (Excel):



- 1. Select Fiscal Year and Billing Period
- 2. Select "Combined Bill Data.xlsx"
- 3. Click "DOWNLOAD SELECTED STATEMENTS"



To Validate Bills



All bills will appear

- 1. To Certify Bills click "Validate"
- 2. All accounts should be validated monthly to meet certification requirement

